

These are instructions for Gabbaim as written for Beth El Synagogue in Omaha, Nebraska. Because local customs vary so much, it is difficult to make a master form with all instructions. This form can serve as a guide for you to use.

Procedures for Gabbaim

Beth El Synagogue • Omaha, Nebraska

1. Please be at the Synagogue no later than 10:00.
2. **Gabbai #1** gets *aliyah* list and special instructions from Larry or simha coordinator upon arrival.
3. When the Cantor begins *Sim Shalom* at the end of the *shaharit* service, **both Gabbaim** should take a seat in the first row in one of the center sections. As the Cantor begins *ein kamocho*, **both Gabbaim** ascend the *bimah*. Do not bring *humashim* to the *shulhan*; there are marked books for **both gabbaim**. Gabbaim are to use *siddurim* during the Torah Service. Go to the uppermost level and flank the ark. If no one has been chosen to open the ark, **both Gabbaim** do so as the Cantor begins singing *vayehi binsoah ha'aron*.
4. When *bey ana rahitz* is concluded, **Gabbai #2** removes the Torah scroll designated “first scroll” and gives it to the Cantor or Torah carrier.
[two Torah scrolls: **Gabbai # 1** removes the scroll designated “second scroll,” and gives it to the person honored with carrying it. If no person has been selected, the second scroll is given to the Board member.]
[Bar or Bat Mitzvah Week: the Torah may be passed from family members to the celebrant. Passing of Torah scrolls takes place on upper level, behind the pulpits. **Gabbai #1** will receive information.]
Close the ark.
The Rabbi and Cantor (and Bar/Bat Mitzvah) will step to the front of the upper level for *shema*. *Gabbaim* and all people on the *bimah* stand behind them and stand on the far right and left of those on the *bimah*.
5. During the processional, *Gabbaim* stay on the *bimah* to prepare for the Torah reading. The blessing card, marked *humashim* for both *Gabbaim*, *aliyah* calling format and Hebrew Names book are placed on the top of the *shulhan*. The gold Torah cover, *HaGomel* and *Kaddish* cards are placed where they can be reached easily.
6. When the processional returns to the *bimah* **Gabbai #1** receives the Torah from the Cantor.
[Two scrolls: **Gabbai #2** receives the second scroll and places it in the Torah holder.]
Gabbai #2 removes the silver and Torah Mantle. The crowns, Torah mantle and tie are placed on the Torah holder arms. **Gabbai #1** places the scroll on the *shulhan* and assists the Cantor in locating the correct place. *Gabbaim* take their places by the *shulhan* and wait for the Torah summary to be concluded.
7. **Gabbai #1** should have the *aliyah* list out and begin *vayazor veyagane* after the Torah summary. Those with honors will be seated in the front row.
8. **Gabbai #1** is responsible for:
 - A) calling up the people honored with *aliyot*, by name when possible
 - B) following the reading to prompt and *correct readers' mistakes*.
9. **Gabbai #2** is responsible for:
 - A) following Torah reading and announcing place (page and verse) after the 2nd, 4th and 6th *aliyah* is read.
 - B) helping those who have *aliyot* with correct procedure for reciting blessings.
 - C) guiding those who have completed their *aliyah* to stand by the *shulhan* until the next *aliyah* is concluded.
10. **Both Gabbaim** are responsible to help with “traffic flow” on the *bimah* during the reading.
11. After the last *aliyah* (before *maftir*) **Gabbai #2** places the gold Torah cover on the Torah for *kaddish*.
[Two scrolls: **Gabbai #2** places the second scroll on the *shulhan* before *kaddish* is said.]
After the Cantor concludes *kaddish*, **Gabbai #1** calls the person honored with *maftir*.
[Bar/Bat Mitzvah: the Cantor calls the celebrant.] [Two scrolls: **Gabbai #1** calls *hagbah* and *gellah* for first scroll. **Gabbai #1** aids the wrapping of the first scroll and **Gabbai #2** assists the Cantor in preparing the second scroll for reading. The Torah mantle and tie are placed in the Torah holder.]

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12. After the *maftir* reading, **Gabbai #1** calls up *hagbah* and *gelila*. Both *Gabbaim* are to **assist** with lifting, wrapping and placing the Torah in the Torah holder. Helping *hagbah* and *gelilah* takes precedence over clearing the shulhan.
13. During the chanting of the *haftarah*, **both Gabbaim** are seated in the front row.
 [When *Birkat HaHodesh* is recited: **Gabbai #1** removes the Torah from the holder, gives it to the Cantor at the appropriate time and returns it to the holder for *ashrei*.]
 At the conclusion of *ashrei* **Gabbai #1** removes the Torah from its holder and gives it to the Cantor.
 [Two scrolls: **Gabbai #2** gives the second scroll to the designated carrier.]
14. During the recessional **both Gabbaim** remain on the *bimah* to:
 A) put away gold Torah cover, blessing card, Hebrew name book and marked *humashim*.
 B) clear *bimah* of extra *humashim* and *siddurim*
15. If no one has been chosen to open the ark for the return of the scroll, **Gabbai #2** opens the ark as the Cantor reaches the steps. **Gabbai #1** receives the Torah from the carrier and places it back into the ark.
 [Two scrolls: **both Gabbaim** open the ark before the procession reaches the *bimah*. **Gabbai #1** takes the first scroll from the carrier place it in the ark over the "first scroll" sign, **Gabbai #2** takes the second scroll from the person carrying it and places it in the ark over the "second scroll" sign.]
Both Gabbaim stand by the ark until *etz hayim hi* is completed. If no one has been chosen to close the ark, **both Gabbaim** close the ark.
16. After the ark is closed, the *Gabbaim* leave the *bimah* together and return to their seats as quickly and quietly as possible.

If you have any questions, please ask the Rabbi or Cantor!

